

# Poll Managers

## Election Day Activities

2017 Municipal Training

Presented by:

Mississippi Secretary of State's Office

Elections Division



DELBERT HOSEMAN  
*Secretary of State*

# Pre-Election Day Duties: Poll Managers

Prior to Election Day, the officials in charge of the election should have:

- Appointed all poll managers and alternates;
- Assigned each poll manager to a precinct;
- Assigned each poll manager his/her duties (initializing manager, bailiff, R&R Manager, voting machine);
- Trained all poll managers, alternate poll managers and resolution board members; and
- Trained certain poll managers in the use of the voting machines.



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# Pre-Election Day Duties: Voting Machines

If using voting machines, the officials in charge of the election should have:

- Demonstrated the use of the voting machines in the municipality;
- Tested and inspected the voting machines at least three (3) days prior to Election Day;
- Sealed and secured the voting machines after testing; and
- Delivered the voting machines to the precincts.



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# Pre-Election Day Duties: Ballots

- The printer shall deliver to the officials in charge of the election a certificate of the number of ballots printed for each precinct and shall not print any additional ballots.
- Commissioners appoint one manager to receive and distribute official ballots at the precinct and return all used and unused ballots and other materials to the Election Central after the election has been held.
- Commissioners furnish stationery and blank forms for making returns of the election for all precincts.



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# Pre-Election Day Duties: Ballot Boxes

- Officials in charge of the election obtain a sufficient number of ballot boxes and distribute them before the opening of the polls.
- Officials in charge of the election schedule a time prior to the election for the Receiving and Returning Manager to pick up the election materials.
  - Ballot boxes and supply boxes should be packed and ready for pick up.



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# Setting up the Precinct

6:00 A.M. – 7:00 A.M.



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# Open Voting Devices

- Specific poll managers are responsible for opening the voting machines.
  - At least two (2) poll managers should be assigned to this duty and familiar with the machines.
- Follow opening procedures for the machines.
  - Immediately alert Election Central if you have problems.
- Print and post Zero Tapes.
  - 1 zero tape posted on the wall; 1 zero tape placed inside the memory card transport bag.



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# Opening Ballot and Supply Boxes

Unpack ballot box and supply box. Check for:

- Paper ballots;
- Sealed absentee ballots, applications and absentee voter list;
- Affidavit ballot envelopes and voter information slips;
- Pollbook;
- Receipt book;
- Posters and signs; and,
- Any other supplies or materials you may need (pens, tape, office supplies, etc.).



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# **Ballot Box/Bag**

After verifying the absentee ballot envelopes with applications for the precinct are enclosed, post the absentee voter list on the wall and place the sealed absentee ballot envelopes with applications back in the ballot box/bag. **Replace the SEAL.**

- All voted ballots must be kept in the sealed ballot box/bag until the polling place closes.
- Includes absentee, affidavit, emergency and curbside ballots.



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# Polling Place Signs

- A sample ballot
- Hours during which the polling place will be open
- Instructions on how to cast a provisional/affidavit ballot
- Instructions for mail-in registrants who are unverified first-time voters
- General information on voting rights under federal and state law
- General information on prohibitions of fraud and misrepresentation
- List of absentee voters
- “Have Your Acceptable Photo ID Ready” poster
- AG Opinion Voter ID penalty poster



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# Sign Oath

Poll managers are required to sign an oath prior to performing their duties. The oath is usually signed in the receipt book.

Miss. Code Ann. § 23-15-237: The managers and clerks shall be sworn by some officer present competent to administer oaths, or each may be sworn by one of the others, faithfully to perform their duties at the election according to law, and not to attempt to guide, aid, direct or influence any voter in the exercise of his right to vote, except as expressly allowed by law.



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# Poll Watchers

- Each candidate on the ballot shall have the right to be present at the polling place, or to have a representative at the polling place.
- Political parties with a candidate on the ballot may have two (2) representatives present at the polling place in general or special elections only.
  - Political parties are not entitled to representatives in the polling place for primary elections.
- Poll watchers and candidate representatives may be present at the public counting of the ballots.



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# Processing Voters

7:00 A.M. – 7:00 P.M.



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# Processing Voters

- Check for voter's name in the pollbook.
- Verify the voter is in the correct precinct.
- Ask voter to present an acceptable form of photo ID.
- Verify the picture on the presented photo ID fairly depicts the voter.
- Verify the name on the presented photo ID is substantially similar to the voter's name as it appears in the pollbook.
- Write "VOTED" in the pollbook beside the voter's name.
- The voter signs his/her name in the receipt book and casts his/her ballot.



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*Secretary of State*

*No voter is ever refused  
the right to vote.*



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*Secretary of State*

# Voter's Name NOT in Pollbook

- Check under maiden name or married name(s);
- Check for hyphenated names;
- Check for misspellings or unusual spellings of the voter's name;
- Check to see if the voter is listed under his first or middle name instead of last name;
- Ask for the voter's address to confirm the voter is in correct precinct; or
- Find out when and where the voter registered to vote.



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# Voter's Name NOT in Pollbook

- If a voter is not in the correct precinct, direct him/her to the proper precinct, i.e., the precinct associated with the voter's residence.
  - Why? An affidavit ballot cast by a voter in the wrong precinct will not be counted.
- If the voter is in the correct precinct, he/she is entitled to cast an affidavit ballot.
- If the voter is not registered to vote, he/she is entitled to cast an affidavit ballot but it will not be counted.



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# AFFIDAVIT BALLOT

## 1. VOTER INFORMATION

(to be completed by voter)

Printed Name of Voter \_\_\_\_\_ Maiden Name, if applicable \_\_\_\_\_

Date of Birth \_\_\_\_\_ \*MS Driver's License # \_\_\_\_\_ Daytime Phone # \_\_\_\_\_

New (Current Street Address - NO P.O. Box) \_\_\_\_\_ City & Zip Code \_\_\_\_\_

Old (Previous Street Address - NO P.O. Box) \_\_\_\_\_ City & Zip Code \_\_\_\_\_

Current Mailing Address \_\_\_\_\_ City & Zip Code \_\_\_\_\_

Did you recently register to vote in this county? \_\_\_\_ Yes \_\_\_\_ No

\* If you do not have a Mississippi Driver's License, then provide the last 4 digits of your Social Security number.

## AFFIDAVIT OF VOTER

(Check only ONE box below)

This day, I personally appeared before the undersigned manager of the election and make the following affidavit, under penalty of law:

☐ I am not registered to vote because I have been illegally denied registration; **OR,**

I am eligible to vote in this election; I am a resident of this precinct and lawfully registered to vote in this county at least 30 days prior to this date, and:

☐ I have moved recently from the old street address (provided above) to the new address (provided above); **OR,**

☐ I have not moved recently, but my name is not on the pollbook; **OR,**

☐ I did not present acceptable photo ID; **OR,**

☐ I have a religious objection to being photographed; **OR,**

☐ I do not otherwise qualify under state or federal law to cast a regular election day ballot.

**X**

Signature of Voter \_\_\_\_\_

Date \_\_\_\_\_

**X**

Signature of Poll Manager (Poll Manager: Be sure to complete Poll Manager Information on other side of this envelope.) \_\_\_\_\_

## NOTICE TO VOTER:

- Be sure you have read and completed all areas printed above.
- Be sure you have signed this affidavit envelope.
- You are entitled to receive written information on how to learn if your affidavit ballot was counted and, if it was not counted, the reason it was not counted.



## 2. POLL MANAGER

(Must sign on the other side of envelope)

Election: ☐ Primary ☐ General ☐ Special

\_\_\_\_\_, 20\_\_\_\_ County of \_\_\_\_\_  
(Month, Date)

## Reason for Affidavit Ballot

- ☐ Voter's name not on pollbook  
☐ Voter did not present ID  
☐ Voter's name on inactive list

Date of Election: \_\_\_\_\_

Ballot issued from: \_\_\_\_\_  
(Month, Date)

Comments: \_\_\_\_\_

## 3. FOR OFFICE USE ONLY

(For Election Commission or Party Executive Committee)

Registered in Precinct: \_\_\_\_\_  
(Name of Precinct)

Voted in Precinct: \_\_\_\_\_  
(Name of Precinct)

## Mark all that apply

- ☐ Not registered and no evidence of registration  
☐ Registered but name not on pollbook  
☐ Registered too late  
☐ Moved within county/municipality  
☐ Moved outside county/municipality  
☐ Inactive or purged voter  
☐ No acceptable photo ID  
☐ Voter presented photo ID within 5 business days after casting ballot.  
☐ Voter did not present photo ID within 5 business days after casting ballot.  
☐ Voter completed affidavit of religious objection within 5 business days after casting ballot.  
☐ Voter did not complete affidavit of religious objection within 5 business days after casting ballot.

## Final Action Taken on Affidavit Ballot:

- ☐ ACCEPTED  
☐ REJECTED

## Follow-Up Action Taken:

- ☐ Address changed/updated in SEMS  
☐ Voter returned to active status in SEMS  
☐ Information forwarded to county/municipality  
☐ Mail-in voter registration sent to voter  
☐ Information provided to voter, as requested

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# Acceptable Photo ID

If the voter is able to present:

- *An acceptable form of photo identification*
- *Which fairly depicts the voter, and*
- *The name on the presented photo ID is substantially similar to the voter's name as it appears in the pollbook,*

THEN the voter is entitled to cast a regular ballot.



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# Acceptable Photo ID

If the voter is UNABLE to:

- *Present an acceptable form of photo ID, or*
- *The photo on the presented ID does not fairly depict the voter, or*
- *The name on the presented ID is not substantially similar to the voter's name as it appears in the pollbook,*

THEN, the voter is entitled to cast an affidavit ballot.



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# Acceptable Photo ID

Means a current and valid:

1. Driver's license;
2. Photo ID card issued by any branch, department, agency, or entity of the State of Mississippi;
3. United States passport;
4. Employee photo ID card issued by any branch, department, agency, or entity of the U.S. government;
5. License to carry a pistol or revolver;
6. Tribal photo ID card;
7. Student ID card, issued by any accredited college, university or community or junior college in the State of Mississippi;
8. Mississippi Voter ID card;
9. Any photo ID issued by any branch, department, agency, or entity of the U.S. government or any state government, such as a driver's license issued by a state other than Mississippi.



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IMA SAMPLE VOTERMAN  
PO BOX 0000  
THIS CITY, MS 12345

HINDS COUNTY

ISSUED: 11/24/2013

VALID FOR VOTING  
PURPOSES ONLY



*C. Delbert Hosemann, Jr.*  
DELBERT HOSEMANN  
Secretary of State

98765



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Secretary of State

# Acceptable Photo ID

- *Current* means the photo ID has no expiration date or was issued no more than ten (10) years prior to the date the ID is presented at the polling place.
- *Valid* means the photo ID does not appear to be a forgery or fake.



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# Penalty for NOT Asking for Photo ID

- Any poll manager who fails to ask or require a voter to present an acceptable form of photo ID before casting a regular ballot shall be prosecuted for corrupt conduct.
- **Miss. Code Ann. § 97-13-19:** Penalty for corrupt conduct is imprisonment in the penitentiary for a term not exceeding two years.
- **Miss. Code Ann. § 23-15-269:** Penalty for refusing or knowingly failing to perform any duty required by him by the election laws shall be fined not less than \$25.00 nor more than \$100.00 or imprisoned in the county jail not less than 10 days nor more than 90 days, or both.



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# AFFIDAVIT BALLOT

## 1. VOTER INFORMATION

(to be completed by voter)

Printed Name of Voter \_\_\_\_\_ Maiden Name, if applicable \_\_\_\_\_

Date of Birth \_\_\_\_\_ \*MS Driver's License # \_\_\_\_\_ Daytime Phone # \_\_\_\_\_

New (Current Street Address - NO P.O. Box) \_\_\_\_\_ City & Zip Code \_\_\_\_\_

Old (Previous Street Address - NO P.O. Box) \_\_\_\_\_ City & Zip Code \_\_\_\_\_

Current Mailing Address \_\_\_\_\_ City & Zip Code \_\_\_\_\_

Did you recently register to vote in this county? \_\_\_\_ Yes \_\_\_\_ No

\* If you do not have a Mississippi Driver's License, then provide the last 4 digits of your Social Security number.

## AFFIDAVIT OF VOTER

(Check only ONE box below)

This day, I personally appeared before the undersigned manager of the election and make the following affidavit, under penalty of law:

☐ I am not registered to vote because I have been illegally denied registration; **OR,**

I am eligible to vote in this election; I am a resident of this precinct and lawfully registered to vote in this county at least 30 days prior to this date, and:

☐ I have moved recently from the old street address (provided above) to the new address (provided above); **OR,**

☐ I have not moved recently, but my name is not on the pollbook; **OR,**

☐ I did not present acceptable photo ID; **OR,**

☐ I have a religious objection to being photographed; **OR,**

☐ I do not otherwise qualify under state or federal law to cast a regular election day ballot.

X  
Signature of Voter \_\_\_\_\_ Date \_\_\_\_\_

X  
Signature of Poll Manager (Poll Manager: Be sure to complete Poll Manager Information on other side of this envelope.) \_\_\_\_\_

## NOTICE TO VOTER:

- Be sure you have read and completed all areas printed above.
- Be sure you have signed this affidavit envelope.
- You are entitled to receive written information on how to learn if your affidavit ballot was counted and, if it was not counted, the reason it was not counted.



## 2. POLL MANAGER

(Must sign on the other side of envelope)

Election: ☐ Primary ☐ General ☐ Special

\_\_\_\_\_, 20\_\_\_\_ County of \_\_\_\_\_  
(Month, Date)

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☐ Voter did not present ID  
☐ Voter's name on inactive list

Date of Election: \_\_\_\_\_

Ballot issued from: \_\_\_\_\_  
(Month, Date)

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(For Election Commission or Party Executive Committee)

Registered in Precinct: \_\_\_\_\_  
(Name of Precinct)

Voted in Precinct: \_\_\_\_\_  
(Name of Precinct)

## Mark all that apply

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☐ Registered but name not on pollbook  
☐ Registered too late  
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☐ Moved outside county/municipality  
☐ Inactive or purged voter  
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☐ REJECTED

## Follow-Up Action Taken:

- ☐ Address changed/updated in SEMS  
☐ Voter returned to active status in SEMS  
☐ Information forwarded to county/municipality  
☐ Mail-in voter registration sent to voter  
☐ Information provided to voter, as requested

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# Voter ID Affidavit Voters

- A voter who casts an affidavit ballot because the voter could not present an acceptable form of photo ID has five (5) business days after the election to present an acceptable photo ID to the municipal clerk.
- A voter who casts an affidavit ballot because the voter has a religious objections to being photographed has five (5) business days after the election to sign an Affidavit of Religious Objection in the Municipal Clerk's Office.



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# Affidavit Ballots

- Voters who cast an affidavit ballot sign a separate receipt book.
- “VOTED” is written beside a photo ID affidavit voter’s name in pollbook (if the voter’s name is in the pollbook).
- Provide all voters who cast an affidavit ballot with written information on how to ascertain whether the voter’s ballot was counted and if not counted, the reason.



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## INSTRUCTIONS FOR VOTERS WHO CAST AFFIDAVIT BALLOTS

### **You have cast an affidavit ballot because:**

- You are not registered to vote because you may have been illegally denied registration; or
- You are eligible to vote in this election; you are a resident of this precinct and lawfully registered to vote in this county at least 30 days prior to this date, and:
- You have moved recently from an old street address, as provided on your affidavit ballot envelope, to a new address, also provided on your affidavit ballot envelope; or
- You have not moved recently, but your name is not on the pollbook; or
- You did not present photo ID; or
- You have a religious objection to being photographed; or
- You do not otherwise qualify under state or federal law to cast a regular Election Day ballot.

If you cast an affidavit ballot because you did not present photo ID, your affidavit ballot will be counted if you present acceptable photo ID in the Circuit Clerk's Office within the next five (5) business days. If you do not present acceptable photo ID in the Circuit Clerk's Office within the next five (5) business days, your affidavit ballot will not be counted.

If you cast an affidavit ballot because you did not present photo ID based upon a religious object to being photographed, your affidavit ballot will be counted if you complete an Affidavit of Religious Objection in the Circuit Clerk's Office within the next five (5) business days. If you do not complete an Affidavit of Religious Objection in the Circuit Clerk's Office within the next five (5) business days, your affidavit ballot will not be counted.

Under federal and state law, you are entitled to discover the disposition of your affidavit ballot. Please contact your party executive committee (in primary elections), your election commission (in general and special elections) or your Circuit Clerk to determine whether your affidavit ballot was counted and, if not, then why. Please do not telephone the contact until ten (10) days from today.

**CONTACT:**

**TELEPHONE NUMBER:**

- All voters who vote by an affidavit ballot must receive instructions.
- Instructions should include contact information for the Election Commissioners (Executive Committee for Primary Elections) and/or Municipal Clerk.
- Federal and State requirement.



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# Voting Rules

- A voter may not occupy a voting booth already occupied by another voter.
- The voter may remain in a voting booth no longer than ten (10) minutes if no voters are waiting in line, and no longer than five (5) minutes if other voters are waiting in line.



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# Voter Assistance

A voter, who affirmatively states he/she is blind, disabled, or unable to read or write, may request and receive assistance in marking his/her ballot from any person of the voter's own choosing.

- Any person may assist the voter, except his/her employer, representative of the employer, or a representative of any union in which the voter is a member.



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# Voter Instruction

- In case any voter, after entering the voting machine, shall ask for further instruction concerning the manner of voting, two (2) election officers may, if necessary, enter the booth and give him such instructions.
- No manager or person assisting a voter shall, in any manner request, suggest, or seek to persuade or induce any voter to vote any particular ticket, issue or candidate.
- After giving instructions and before the voter casts his vote, the officers or person assisting him shall leave, and the voter shall then register his vote in secret as he may desire.



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# Curbside Voting

- A poll manager is authorized by law to allow a physically disabled voter to vote curbside.
- If the managers, in exercising sound discretion, determine the voter has arrived at the polling place in a motor vehicle but is unable to enter the polling place by reason of his/her physical disability, two (2) managers take the pollbook, the receipt book and a paper ballot or voting device to the vehicle.
- The poll managers determine whether the voter is a qualified voter and follow the voting process.
- If qualified, the voter marks his/her ballot in secret, folds the ballot and returns the same to the poll managers.
- The curbside ballot is placed directly into the sealed ballot box. The ballot is NOT placed in an affidavit ballot envelope.



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# Curbside Voting

Miss. Code Ann. § 23-15-541(2)(b):

If the ballot provided to the voter is a paper ballot, the initializing manager shall initial the ballot, and the disabled elector shall fold the voted ballot or place it in a ballot sleeve. The initializing manager shall without delay place the ballot in the ballot box/bag.



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# Curbside Voting

Miss. Code Ann. § 23-15-541(2)(c):

If, while a voter is voting by curbside, there are less than three (3) managers present within the polling place, all voting at the poll STOPS until the managers conducting the curbside voting return. The remaining poll manager(s) shall ensure the security of the ballot box/bag, the voting devices, and any ballots and election materials.



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# Emergency Ballots

If there is a power outage or voting machine failure, paper ballots are used until the issue is resolved.

- Immediately notify Election Central.
- Follow the voting process.
- Deposit all voted ballots immediately into the SEALED ballot box/bag.
  - Do not place voted emergency ballots in an affidavit ballot envelope.
  - **DO NOT ENTER THESE VOTES ON THE TSX MACHINE.**
- Counted at Election Central after election.



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# Spoiled Ballots

A voter who mistakenly marks a paper ballot is entitled to receive up to three (3) total ballots.

- If a voter makes a mistake and asks for another ballot, write “Spoiled” across the face of the first ballot and place it in the spoiled ballot envelope.



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# Challenged Ballots

When a voter's right to cast his/her ballot is challenged, the poll managers must immediately consider the validity of the challenge, giving both the challenger and the voter the opportunity to speak to the challenge.



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*Secretary of State*

# Challenged Ballots

Who can challenge a voter?

- A candidate on the ballot;
- A candidate's representative/poll watcher;
- A political party's official poll watcher;
- Any qualified voter in that precinct; or
- Any poll manager in the polling place.



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# Challenged Ballots

What are the reasons for a challenge?

- He/she is not a registered voter in the precinct;
- He/she is not the registered voter under whose name he/she has applied to vote;
- He/she has already voted in the election;
- He/she doesn't live in the precinct where he/she is registered;
- He/she has illegally registered to vote;
- He/she has taken his/her ballot from the polling place;
- He/she has cast an absentee ballot but is ineligible to do so; or
- He/she is otherwise disqualified by law.



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# Disenfranchising Crimes

Arson	Felony Shoplifting	Robbery
Armed Robbery	Forgery	Theft
Bigamy	Larceny	Timber Larceny
Bribery	Murder	Unlawful Taking of a Motor Vehicle
Embezzlement	Obtaining Money or Goods Under False Pretense	Statutory Rape
Extortion	Perjury	Carjacking
Felony Bad Check	Rape	Receiving Stolen Property
Larceny under lease		Vote Fraud



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# Challenged Ballots

**Action I:** If the poll managers unanimously determine the challenge is FRIVOLOUS, DISREGARD the challenge and the voter casts his ballot on the voting machine.

- *If the voter is casting a paper ballot, the ballot is initialed by the initialing manager and the voted ballot is placed directly in the sealed ballot box.*
- *The ballot is NOT placed inside an affidavit ballot envelope.*



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# Challenged Ballots

**Action II:** If the poll managers determine the challenge is VALID or WELL TAKEN, the voter is issued a paper ballot and the ballot is immediately REJECTED.

- *Write “Rejected” on the back of the ballot;*
- *Write the name of the voter on the back of the ballot;*
- *Place the ballot in strong envelope marked for rejected ballots;*  
*and*
- *When all rejected ballots have been cast and placed in strong envelope marked for rejected ballots, the envelope is sealed and returned to the sealed ballot box/bag.*



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# Challenged Ballots

**Action III**: If the poll managers are unable to make a unanimous decision, the voter is issued a paper ballot.

- *Write “Challenged” on the back of the ballot; and*
- *Place the ballot in a strong envelope marked for challenged ballots.*
- *At the close of the polls and after all the unchallenged ballots have been counted, tallied and totaled, the challenged ballots are separately counted, tallied and totaled, with a separate return made of the challenged ballots.*



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# Prohibitions at the Polls

- **150-Foot Rule**

It is unlawful for any candidate for elective office, or any representative of a candidate, to post or distribute cards, posters, or other campaign literature within 150 feet of any entrance to a building in which an election is being conducted.

It is unlawful for any person to solicit signatures on any petition for a constitutional initiative within 150 feet of any polling place on any election day.

- **Private Property**

If a polling place is within 150 feet of private property, the owner of the private property may post or distribute campaign literature on his/her property. Polling places located on private property are leased to the municipality for the day of the election, wherein the 150-foot rule applies.



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# Prohibitions at the Polls

- **30-Foot Rule**

No loitering is allowed within 30 feet of a polling place. The Bailiff is to keep the area clear of all persons except voters waiting to vote, credentialed poll watchers/candidates, and election officials.

- **Disturbances**

If anyone becomes unruly or abusive, the Bailiff should ask him/her to leave. If he/she will not leave, call a local law enforcement officer. All poll managers and persons in the voting place are to aid in keeping the peace. If law enforcement officers must handle the situation, they must leave the premise upon completion.



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# Prohibitions at the Polls

- No Liquor/Alcohol

All intoxicated or disorderly persons disturbing the peace by noise or violence in the polling place shall be arrested, jailed, or kept in custody. Such persons may be permitted, if they are a qualified voter, to vote while in custody.

- Wearing Campaign Paraphernalia

Wearing t-shirts, buttons, stickers, etc., with a candidate's name or picture within 150 feet of any entrance to a polling place constitutes posting of campaign literature and is prohibited. It must be covered or removed before coming within 150 feet of any entrance to a polling place.



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*Secretary of State*



# Prohibitions at the Polls

- Use of Sample Ballots

It is permissible for an individual voter to bring a sample ballot into the polling place for the voter's own use as a reminder of the candidate(s) for whom he/she intends to vote. A voter, however, cannot be permitted to use the sample ballot as campaign literature in attempting to influence other voters within the polling place.

- Other Prohibitions

It is also unlawful for a candidate, or his/her authorized representative, to appear at any polling place armed or uniformed or displaying any badge or credentials except as may be issued by the managers of the precinct.



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# POLL WATCHER PROHIBITIONS

## Poll Watchers shall not:

- Campaign within 150 feet of any entrance where the election is being held
  - Move about the polling places greeting voters
  - Influence or harass voters
  - Interrupt the election process



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*Secretary of State*

# Closing Procedures

- 7:00 PM: Anyone in line at 7:00 PM is entitled to vote. The bailiff should stand at the end of the line and announce the poll is closed.
- Do NOT lock the door. Closing procedures are open to the public.



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*Secretary of State*

# Closing the Polls

7:00 P.M. - UNTIL



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*Secretary of State*

# Processing Absentee Ballots

- After all voting has stopped, remove the absentee envelopes and applications from the sealed ballot box.
- Announce the name, address, and precinct as shown on each envelope.
  - Remember the rules for CHALLENGED ballots. Absentee voters may be challenged just like in-person voters.
- Evaluate each application and ballot envelope.
- Mark each envelope either “ACCEPTED” or “REJECTED.”



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# Processing Absentee Ballots

- Absentee Application:
  - Check for the clerk's original seal and initials (usually in the lower right hand corner).
  - Ensure it was signed by the voter.
  - Ensure it was acknowledged or witnessed as required by statute.
- If the application is not present, or is missing one (or more) of these items, mark the envelope "REJECTED," with the reason written across the envelope.



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*Secretary of State*



# Absentee Ballot Application

Type ballot requested: (Choose one)



575212319

- ☐ Democratic Primary ☐ Republican Primary ☐ General Election ☐ Special Election  
☐ Democratic Runoff ☐ Republican Runoff ☐ General Runoff ☐ Special Runoff

## **OFFICIAL APPLICATION FOR ABSENTEE ELECTOR'S BALLOT**

I, \_\_\_\_\_, duly qualified and registered in the \_\_\_\_\_ Precinct of the County of \_\_\_\_\_, and State of Mississippi, coming with the purview of the definition 'ABSENTEE ELECTOR' will be absent from the county of my residence on election day, or unable to vote in person because (Check appropriate reason):

( ) (PRESIDENTIAL APPLICANT ONLY): I am currently a resident of Mississippi or have moved therefrom within thirty (30) days of the coming presidential election.

( ) I am an enlisted or commissioned member, male or female, of any component of the United States Armed Forces and am a citizen of Mississippi, or a spouse or dependent of such a member.

( ) I am a member of the Merchant Marines or American Red Cross and am a citizen of Mississippi or a spouse or dependent of such a member.

( ) I am a disabled war veteran who is a patient in any hospital and am a citizen of Mississippi or a spouse or dependent of such a veteran.

( ) I am a civilian attached to and serving outside of the United States with any branch of the United States Armed Forces or with the Merchant Marines or American Red Cross, and am a citizen of Mississippi or dependent of such a civilian.

( ) I am a citizen of Mississippi temporarily residing outside the territorial limits of the United States and the District of Columbia.

( ) I am a student, teacher or administrator at a college, university, junior or community college, high, junior high, elementary or grade school whose studies or employment at such institution necessitates my absence from the county of my voting residence or a spouse or dependent of such a student, teacher or administrator who maintains a common domicile outside the city of my voting residence with such student, teacher or administrator.

( ) I will be outside the county on Election Day.

( ) I have a temporary or permanent physical disability.

( ) I am sixty-five (65) years of age or older.

( ) I am the parent, spouse or dependent of a person with a temporary or permanent physical disability, who is hospitalized outside his county of residence or more than fifty (50) miles away from his residence, and I will be with such a person on election day.

( ) I am a member of the congressional delegation, or a spouse or dependent of a member of the congressional delegation.

( ) I am required to be at work on election day during the times at which the polls will be open.

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*Secretary of State*

# Absentee Ballot Application

I hereby make application for an official ballot, or ballots, to be voted by me at the election to be held in \_\_\_\_\_ County,  
for the \_\_\_\_\_ Election.  
Mail "ABSENTEE ELECTOR'S BALLOT" to me at the following address: \_\_\_\_\_  
\_\_\_\_\_  
(If eligible to vote by mail).

**I realize that I can be fined up to Five Thousand Dollars (\$5,000.00) and sentenced up to five (5) years in the penitentiary for making a false statement in this application and for selling my vote and violating the Mississippi Absentee Voter Law.**

If you are temporarily or permanently disabled, you are not required to have this application notarized or signed by an official authorized to administer oaths for absentee balloting. You are required to sign this application in the proper place and have a person eighteen (18) years of age or older witness your signature and sign this application in the proper place.

## **DO NOT SIGN WITHOUT READING**

IN THE WITNESS WHEREOF I have hereunto set my hand and seal this the \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_,

\_\_\_\_\_  
(Signature of Absentee Elector)

SWORN TO AND SUBSCRIBED before me this the \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

\_\_\_\_\_  
(Official authorized to administer oaths for absentee balloting)

\_\_\_\_\_  
( Circuit Clerk )

\_\_\_\_\_  
(Deputy Clerk )

## **TO BE SIGNED BY A WITNESS FOR VOTERS TEMPORARILY OR PERMANENTLY DISABLED:**

I HEREBY CERTIFY that this application for an absentee elector's ballot was signed by the above-named disabled elector in my presence and that I am at least eighteen (18) years of age, this the \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_,

\_\_\_\_\_  
( Signature of Witness )

## **CERTIFICATE OF DELIVERY**

I hereby certify that \_\_\_\_\_ has requested that I, \_\_\_\_\_  
(Print name of voter) (Print name of person delivering application)  
deliver to the voter this absentee ballot application. \_\_\_\_\_  
(Signature of person delivering application)

\_\_\_\_\_  
(Address of person delivering application)

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# Absentee Applications

- A COPY of an absentee ballot application will be attached to the absentee ballot envelope of a voter who is permanently disabled and automatically receives a ballot by mail each election.
- A COPY of a Federal Post Card Application may be attached to the absentee ballot envelope of a UOCAVA voter. The FPCA may be electronically signed (typewritten) by the UOCAVA voter.



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# Voter Registration and Absentee Ballot Request Federal Post Card Application (FPCA)

For any questions about this form, consult the Voting Assistance Guide available in hard copy or on FVAP.gov or your Voting Assistance Officer.

For absent Uniformed Service members, their families, and citizens residing outside the U.S.

Please print in black ink.

## Classification

Make only 1 selection.

(In most States, you must be absent from your voting district to use this form).

1

I request an absentee ballot for all elections in which I am eligible to vote AND:

- ☐ I am a member of the Uniformed Services or Merchant Marine on active duty OR ☐ I am an eligible spouse or dependent.  
☐ I am an activated National Guard member on State orders.  
☐ I am a U.S. citizen residing outside the United States, and I intend to return.  
☐ I am a U.S. citizen residing outside the United States, and my return is not certain.  
☐ I am a U.S. citizen and have never resided in the United States.

## Political party

2

Your State may require you to specify a political party to vote in primary elections:

## Legal name

3

Last name  Suffix   
 First name  Middle name   
 Previous name (if applicable)

## Identification

Some States require your full SSN. Check your State's pages in the Voting Assistance Guide on FVAP.gov.

4

State Driver's License or ID   
 OR Social Security Number   
 Birth date         Sex ☐ M ☐ F Race  See instructions

## Contact information

Include international prefixes. No DSN numbers.

5

Telephone   
 Fax   
 Email

## Ballot receipt

6

Rank from 1-3 in order of preference; be sure appropriate contact information is provided above.

I prefer to receive my ballot, as permitted by my State, by: ☐ Email/Online ☐ Mail ☐ Fax

## Voting residence address

Usually your last U.S. residence or your legal U.S. residence. See instructions.

7

Street Address (not P.O. box)  Apt. #   
 City/Town/Village   
 County  State  Zip Code  -

## Where to send my ballot

This is your current mailing address and should be different from above. If required, place a forwarding address in Box 9.

8

## Additional requirements for your State

Such as: mail forwarding address, additional email address/phone number, or other State required information. See Voting Assistance Guide.

9

## Affirmation (REQUIRED): I swear or affirm, under penalty of perjury, that:

- The information on this form is true, accurate, and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.
- I am a U.S. citizen, at least 18 years of age (or will be by the day of the election), eligible to vote in the requested jurisdiction, and
- I am not disqualified to vote due to having been convicted of a felony or other disqualifying offense, nor have I been adjudicated mentally incompetent; or if so, my voting rights have been reinstated; and
- I am not registering, requesting a ballot, or voting in any other jurisdiction in the United States, except the jurisdiction cited in this voting form.

Signature

Today's date

You must sign and send in.

Witness signature / date if required by your State.

Signature

Date

This information is for official use only. Any unauthorized release may be punishable by law.

PREVIOUS EDITIONS ARE OBSOLETE.

Standard Form 76 (Rev. 08-2013), OMB No. 0704-0503

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Vote by writing the name and/or party affiliation of the candidate for whom you wish to vote. Some States allow the Federal Write-In Absentee Ballot to be used by military and overseas voters in elections other than general elections or for offices other than Federal offices. Consult the Voting Assistance Guide to determine your State's policy.

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\_\_\_\_\_

**\*\* Legal residents of American Samoa, Guam, Puerto Rico and the U.S. Virgin Islands may vote only for Delegate or Resident Commissioner to the Congress.**

If you are eligible to use this ballot to vote for offices other than those listed above or for ballot initiatives, please indicate in the spaces provided below, the office for which you wish to vote (for example: Governor, Attorney General, Mayor, State Senator, etc.). You may also indicate the ballot initiative and your vote for the initiative.

Candidate Name, Party Affiliation, or Initiative Vote	Number of Votes	Percentage of Total Votes
James E. Thompson, Republican	10,000	50.00%
William H. Thompson, Democrat	8,000	40.00%
Initiative A	2,000	10.00%
Initiative B	0	0.00%
Initiative C	0	0.00%
Initiative D	0	0.00%
Initiative E	0	0.00%
Initiative F	0	0.00%
Initiative G	0	0.00%
Initiative H	0	0.00%
Initiative I	0	0.00%
Initiative J	0	0.00%
Initiative K	0	0.00%
Initiative L	0	0.00%
Initiative M	0	0.00%
Initiative N	0	0.00%
Initiative O	0	0.00%
Initiative P	0	0.00%
Initiative Q	0	0.00%
Initiative R	0	0.00%
Initiative S	0	0.00%
Initiative T	0	0.00%
Initiative U	0	0.00%
Initiative V	0	0.00%
Initiative W	0	0.00%
Initiative X	0	0.00%
Initiative Y	0	0.00%
Initiative Z	0	0.00%
Initiative AA	0	0.00%
Initiative AB	0	0.00%
Initiative AC	0	0.00%
Initiative AD	0	0.00%
Initiative AE	0	0.00%
Initiative AF	0	0.00%
Initiative AG	0	0.00%
Initiative AH	0	0.00%
Initiative AI	0	0.00%
Initiative AJ	0	0.00%
Initiative AK	0	0.00%
Initiative AL	0	0.00%
Initiative AM	0	0.00%
Initiative AN	0	0.00%
Initiative AO	0	0.00%
Initiative AP	0	0.00%
Initiative AQ	0	0.00%
Initiative AR	0	0.00%
Initiative AS	0	0.00%
Initiative AT	0	0.00%
Initiative AU	0	0.00%
Initiative AV	0	0.00%
Initiative AW	0	0.00%
Initiative AX	0	0.00%
Initiative AY	0	0.00%
Initiative AZ	0	0.00%
Initiative BA	0	0.00%
Initiative BB	0	0.00%
Initiative BC	0	0.00%
Initiative BD	0	0.00%
Initiative BE	0	0.00%
Initiative BF	0	0.00%
Initiative BG	0	0.00%
Initiative BH	0	0.00%
Initiative BI	0	0.00%
Initiative BJ	0	0.00%
Initiative BK	0	0.00%
Initiative BL	0	0.00%
Initiative BM	0	0.00%
Initiative BN	0	0.00%
Initiative BO	0	0.00%
Initiative BP	0	0.00%
Initiative BQ	0	0.00%
Initiative BR	0	0.00%
Initiative BS	0	0.00%
Initiative BT	0	0.00%
Initiative BU	0	0.00%
Initiative BV	0	0.00%
Initiative BW	0	0.00%
Initiative BX	0	0.00%
Initiative BY	0	0.00%
Initiative BZ	0	0.00%
Initiative CA	0	0.00%
Initiative CB	0	0.00%
Initiative CC	0	0.00%
Initiative CD	0	0.00%
Initiative CE	0	0.00%
Initiative CF	0	0.00%
Initiative CG	0	0.00%
Initiative CH	0	0.00%
Initiative CI	0	0.00%
Initiative CJ	0	0.00%
Initiative CK	0	0.00%
Initiative CL	0	0.00%
Initiative CM	0	0.00%
Initiative CN	0	0.00%
Initiative CO	0	0.00%
Initiative CP	0	0.00%
Initiative CQ	0	0.00%
Initiative CR	0	0.00%
Initiative CS	0	0.00%
Initiative CT	0	0.00%
Initiative CU	0	0.00%
Initiative CV	0	0.00%
Initiative CW	0	0.00%
Initiative CX	0	0.00%
Initiative CY	0	0.00%
Initiative CZ	0	0.00%
Initiative DA	0	0.00%
Initiative DB	0	0.00%
Initiative DC	0	0.00%
Initiative DD	0	0.00%
Initiative DE	0	0.00%
Initiative DF	0	0.00%
Initiative DG	0	0.00%
Initiative DH	0	0.00%
Initiative DI	0	0.00%
Initiative DJ	0	0.00%
Initiative DK	0	0.00%
Initiative DL	0	0.00%
Initiative DM	0	0.00%
Initiative DN	0	0.00%
Initiative DO	0	0.00%
Initiative DP		

[illegible][illegible]

# Absentee Ballot Envelopes

- Confirm the voter signed across the flap;
- Confirm the person who acknowledged or witnessed signed across the flap;
- Confirm the voter's signature on the envelope (somewhat) matches the voter's signature on the application;
- Confirm the voter is a qualified elector of the precinct; and
- Check the pollbook to make sure the voter did not vote in person.



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# No Absentee Envelope

Remember, a UOCAVA voter who returns his/her absentee ballot by email or fax will not sign an envelope. These ballots are placed into an envelope by the Municipal Clerk. A different envelope or a note from the Municipal Clerk should be made on the envelope to alert poll managers it contains a UOCAVA ballot.



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*Secretary of State*

# Absentee Ballot Envelopes

- If the voter is not a registered voter of the precinct, or the voter voted in person on Election Day, or if any one (or more) of the items listed above are missing, mark the envelope “REJECTED” with the reason written across the envelope.
- If all requirements of the voter, application and envelope are met, mark the envelope “ACCEPTED.”



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# Accepted Absentee Ballots

If the absentee ballot envelope is marked  
“ACCEPTED,”

- “VOTED” is marked in the pollbook beside the voter’s name, with an “AB” notation, and
- The voter’s name is written in the receipt book as if he/she had voted in person.



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# Rejected Absentee Ballots

An absentee ballot must be marked “REJECTED” if:

- No application is provided with or attached to the envelope;
- Municipal Clerk’s initials or original seal are missing from the application;
- Voter and/or witness did not sign the application;
- Voter and/or witness did not sign the envelope across the flap;
- The voter’s signatures on the application and envelope clearly do not match;
- Voter is not a qualified elector of the precinct;
- Envelope is open or appears to have been opened and resealed;
- Voter is not eligible to vote by absentee ballot;
- Voter voted in the precinct on Election Day; or,
- The envelope contains more than one ballot.



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# Processing Absentee Ballots

In municipalities using the TSX voting machines:

- Ballot envelopes are marked “ACCEPTED” or “REJECTED” in the precinct by the poll managers and placed in a sealed ballot box/bag. Ballots are delivered to Election Central.
- Election Officials open the “ACCEPTED” ballot envelopes, scan the ballots and add the scanned totals to the vote or machine totals.



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# Processing Absentee Ballots

In municipalities not using the TSX voting machine (hand-counting paper ballots or using precinct scanners):

- Ballot envelopes are marked “ACCEPTED” or “REJECTED” in the precinct by the poll managers.
- The “ACCEPTED” ballots are opened and the ballots removed, without unfolding or examining the ballots, at the precinct by the poll managers.
- The “ACCEPTED” absentee ballots are deposited into the ballot box before counting/scanning any ballots.
- Poll managers for each precinct count the absentee ballots and add them to the total number of votes cast.



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# Processing Absentee Ballots

## Rejected Ballots:

- Write the reason for rejection on the ballot envelope.
- Do NOT open the ballot envelope.
- Rejected absentee ballot envelopes are placed in a separate strong envelope, which is then placed into the sealed ballot box and delivered to Election Central.



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# Printing Results Tapes

- Follow the closing procedures for your respective voting machines.
- Read totals aloud.
- Sign total tapes: post one to the wall and place a second in the secure transport bag.
- Complete and sign all documents.



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1. **Number of Paper Ballots received in the Ballot Box**
  2. **Total number of unused and other ballots**
    - 2a. Number of Spoiled Ballots
    - 2b. Number of Unused Ballots
    - 2c. Total spoiled and unused ballots. (Add 2a. and 2b.)
  3. **Paper ballots voted on Election Day**
    - 3a. Number of voted Affidavit Ballots
    - 3b. Number of voted Emergency and Curbside Ballots
    - 3c. Number of voted Challenged and Rejected Ballots
    - 3d. Total voted paper ballots (Add 3a., 3b. and 3c.)
  4. **Total number of Paper Ballots (Add 2c. and 3d.)**  
(Should equal Line 1)
  5. **Number of Absentee Ballots received**
  6. **Absentee Ballots processed**
    - 6a. Number of Absentee Ballots processed
    - 6b. Number of Rejected Absentee Ballots
    - 6c. Number of Accepted Absentee Ballots (**Subtract 6b. from 6a.**)
  7. **Total number of electronic ballots cast**
  8. **Enter total voted paper ballots from 3d**
  9. **Total number of ballots cast.**  
(Add 6c., 7 and 8)
  10. **Names in Receipt Books**
    - 10a. Number of names written in Receipt Book. (*This should include only accepted absentees*)
    - 10b. Number of names written in Affidavit Register
    - 10c. **Total number of names in Receipt Books. (Add 10a. and 10b.)** (Should equal Line 9)
- Discrepancies/lost/cancelled:  
Details \_\_\_\_\_

		1.
2a.		
2b.		
	2c.	
3a.		
3b.		
3c.		
	3d.	
		4.
	5.	
6a.		
6b.		
	6c.	
	7.	
	8.	
		9.
10a.		
10b.		
		10c.



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# Hand Counting Paper Ballots

- Poll Managers read aloud the names of the persons voted for, and those names are taken down (recorded) by the designed manager.
- All proceedings must be in fair and full view of the voting public, including candidates and poll watchers.
- While poll watchers have the right to reasonably view and inspect ballots as they are taken from the box and counted, there must not be unnecessary interference, delay or encroachment upon the order of the proceedings.



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## Hand Count Ballot Tally Sheet

### 2017 Municipal Election

City \_\_\_\_\_ Race \_\_\_\_\_

Precinct \_\_\_\_\_

		Count										
		5	10	15	20	25	30	35	40	45	50	Total
Times Counted	(Number of Ballots)											
Times Blank	(Number of Times No Votes Cast)											
Times Over	(Number of Times Over Voted)											
	(Candidate 1)											
	(Candidate 2)											
	(Candidate 3)											
	(Candidate 4)											
	(Candidate 5)											
Write-in	(Number Only - Do Not Record Name)											



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# Paper Ballots

- A reporting of the total number of votes cast must be completed in each precinct.
- The R/R Manager must account for all paper ballots received and returned.
  - The total number of these ballots must equal the number originally accepted by the Receiving and Returning Manager.
  - If the numbers do not match, the Poll Managers must write and sign a written statement under oath accounting for the discrepancy.
- All voted, spoiled, and unused ballots are placed in the ballot box, which must be sealed for return to Election Central.



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1. **Number of Paper Ballots received in the Ballot Box**
  2. **Total number of unused and other ballots**
    - 2a. Number of Spoiled Ballots
    - 2b. Number of Unused Ballots
    - 2c. Total spoiled and unused ballots. (Add 2a. and 2b.)
  3. **Paper ballots voted on Election Day**
    - 3a. Number of voted Affidavit Ballots
    - 3b. Number of voted Emergency and Curbside Ballots
    - 3c. Number of voted Challenged and Rejected Ballots
    - 3d. Number of voted Regular Ballots
    - 3e. Total other paper ballots (Add 3a., 3b, 3c. and 3d)
  4. **Total number of voted ballots**  
(Add 2c. and 3e.) (Should equal line 1)
  5. **Number of Absentee Ballots received**
  6. **Absentee Ballots processed**
    - 6a. Number of Absentee Ballots processed
    - 6b. Number of Rejected Absentee Ballots
    - 6c. Number of Accepted Absentee Ballots (Subtract 6b. from 6a.)
  7. **Enter total voted paper ballots from 3e.**
  8. **Total number of ballots cast**  
(Add 6c. and 7)
  9. **Names in Receipt Books**
    - 9a. Number of names written in Receipt Book. (*This should include only accepted absentees*)
    - 9b. Number of names written in Affidavit Register
  - 9c. **Total number of names in Receipt Books.**  
(Add 9a. and 9b.) (Should equal Line 8)
- Discrepancies/lost/cancelled:  
Details \_\_\_\_\_

		1.
2a.		
2b.		
	2c.	
3a.		
3b.		
3c.		
3d.		
	3e.	
		4.
	5.	
6a.		
6b.		
	6c.	
	7.	
		8.
9a.		
9b.		
		9c.



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# Returning Election Materials

Materials returned in the sealed ballot box include:

- All ballots (voted, affidavit, absentee, spoiled, challenged, rejected, and unused);
- R/R Manager Receipt Form;
- Ballot Accounting Form;
- Receipt Book;
- Zero and result total tapes (for voting machines); and
- Secure Memory Card Transport Bag (for voting machines).



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# Returning Election Materials

Materials NOT placed in the sealed ballot box/bag:

- Pollbook(s);
- Payroll;
- Absentee voters' list; and
- Precinct signs.



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# Other Duties

- Clean up your work area.
- Remove all precinct signs and tape from walls.
  - Do not throw away precinct signs. Signs are returned to Election Central in the supply box to be reused.
- Lock and seal all machines, ballot boxes, and supply boxes.
- The Receiving and Returning Manager returns ballot and supply boxes to Election Central.



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# Helpful Tips



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# Supplies

Constantly check supply levels or set a schedule to check supply levels:

- Number of paper ballots;
- Number of affidavit ballot envelopes (both yellow and white);
- General supplies (pens, batteries, etc.)



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# Contact Information

- Make sure your poll managers have your contact information and you have theirs.
  - *Example: A poll manager used a SOS poll watcher to contact our office on 11/4/2014 because the poll manager could not get in touch with the election commission.*
- Make sure you are accessible to the poll managers.



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# Ballots

- Be familiar with the offices/races on the ballot.
- Make sure you direct voters to the sample ballot posted in the precinct.
- If you are using paper ballots with races on both the front and back, the poll managers should advise voters that marking is required on both sides of the ballot or give the ballot to the voter turned upside down.



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# Multiple Ballot Styles

- **Split precincts:** Voters in the precinct vote different ballots based upon the voter's residential address.
- Make sure your poll managers are aware of multiple ballot styles in their precinct and know how to ensure each voter receives the correct ballot style.



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# Absentee Ballots

If the poll managers fail to mark each absentee ballot envelope as “REJECTED” or “ACCEPTED” on election night, they will have to return to Election Central the next day to process properly.

- Officials in charge of the election and resolution boards do not process absentee ballots!



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# Absentee Ballots

Give your poll managers sample absentee ballot envelopes and applications.

- Mark or highlight what the poll managers should review: the clerk's initials and seal, the voter's signature, witness signature, etc.
- If your municipality uses different absentee ballot envelopes, make sure your poll managers are familiar with each type.



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# Receiving & Returning Manager

- The person who picks up the ballot box and supply box should be the same person who returns both.
  - The R&R Manager cannot reassign this duty to another manager.
- Make sure the R&R Manager knows where to go to pick up and drop off.



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*Secretary of State*

# *Contact Information*

## **Mississippi Secretary of State's Office** *Elections Division*

*P.O. Box 136*

*Jackson, MS 39205*

*(601)576-2550*

*Elections Hotline (800)829-6786*

*[www.sos.ms.gov](http://www.sos.ms.gov)*



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*Secretary of State*